

NEW JERSEY
COMMISSION ON HIGHER EDUCATION

NOTICE OF VACANCY

Posting Date: July 17, 2003

Division: Research and Policy Analysis

Title: Program Specialist, Research and Policy Analysis **Salary Range:** \$45,239 - \$63,342

No. of Vacancies: 1 (One)

Closing date: July 30, 2003

Description of Major Duties: Produce statistical reports using SAS and various IBM mainframe data systems. Create computer based programming and assist in the analysis of grant programs. Liaison with public institutions to produce results for the federally mandated Graduation Rate Survey. Update indicators for the Commission's annual systemwide and institutional accountability reports. Design and create longitudinal cohort files.

Requirements:

Education: Graduation from an accredited college with a Master's degree in statistics, computer science, or related field. Candidates who do not possess a Master's degree may substitute relevant experience on a year for year basis. Experience in a college or university setting is preferred.

Sound knowledge of SAS, including advanced features (e.g., macros and arrays.), Microsoft Excel and Microsoft Access. Some experience with database management, statistics, and research design. Good written and oral communication skills.

If you meet the requirements and are interested in being considered for this position, please submit a cover letter, resume, a sample SAS program, and the names and addresses of three references by **July 30, 2003** to :

Kris Krishnan
Director, Research & Policy Analysis
NJ Commission on Higher Education
P.O Box 542
Trenton, New Jersey 08625-0542

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IS AN EQUAL OPPORTUNITY EMPLOYER